



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
ALBANY, GEORGIA 31704-5000

BO 4000.2B
803-3
26 Jul 91

BASE ORDER 4000.2B

From: Commanding General
To: Distribution List

Subj: REQUIREMENTS, PROCUREMENT, AND MANAGEMENT OF TECHNICAL
DATA

Ref: (a) MCO P4000.21B

Encl: (1) TDRRB Composition and Duties
(2) Program Information Sheet
(3) Technical Data Requirements Review Board Data Sheet
(4) Contract Data Requirements List Request Form

1. Purpose. To establish policy, organizational responsibilities, and procedures to determine the requirements, procurement, and management of technical data as outlined in the reference.

2. Cancellation. BO 4000.2A.

3. Background. The Commandant of the Marine Corps established uniform policy and procedures to determine the requirements for technical data to be procured from contractors, other military services, and government agencies; and to provide guidance for the management of data to ensure adequate, economical, and timely acquisition.

4. Summary of Revision. This Order has been extensively revised to reflect organizational changes within the Technical Data Management Program and to incorporate new policies and procedures; therefore, this revision should be completely reviewed.

5. Scope. The requirements and provisions contained in this Order are applicable to all organizational elements of the MCLB, Albany involved in acquisition, procurement, and management of technical data as defined in the reference.

6. Objectives. With respect to the acquisition and management of technical data, MCLB, Albany objectives are to:

a. Acquire the minimum amount of data needed to procure and support military systems, materiel, and services.

b. Ensure that required data is obtained in time to serve its intended purpose.

c. Select Data Item Descriptions (DID's) from the current Acquisition Management Systems and Data Requirements Control List (AMSDL) to minimize proliferation of data requirements.

d. Tailor DID's to provide a basis for a full understanding between the government and the contractor.

e. Provide competent surveillance of contracts acquiring technical data and ensure that all contract provisions pertaining to such data is fully satisfied.

f. Maintain quality assurance procedures to ensure the adequacy of data for its intended purpose.

g. Provide for the continued currency of acquired data in consonance with requirements.

h. Prevent acquiring duplicate or overlapping data pertaining to systems, materiel, and services.

i. Ensure that appropriate standard storage and retrieval media are used for handling technical data.

j. Coordinate the procurement and use of data with all Integrated Logistics Support (ILS) elements.

7. Policy. This Command has an aggressive Technical Data Management Program in compliance with the reference to achieve the maximum dollar value by acquiring, managing, processing, storing, retrieving, updating, distributing, and interchanging only the technical data necessary to satisfy the intended purpose.

8. Definitions. The following list includes some of the primary definitions extracted from the reference for special emphasis and some which have been modified for MCLB, Albany applicability.

a. Contract Data Requirements List (CDRL) (DD Form 1423). A listing by title and number of all technical data required by the contract to be delivered to the government.

b. Data Call. A request to all interested government participants by a Technical Data Management Officer (TDMO), Data Manager, Project Manager, or other government agency or authority to submit their requirements for contractor-prepared technical applicability data in the form of CDRL's for a given procurement. Data calls may be formal (which means a meeting is held to obtain data requirements) or informal (which means a staffing of necessary documentation is made to the functional/organizational elements involved with a request for the Logistics Element Manager (LEM) to submit requirements in writing).

c. Data Item Description (DID) (DD Form 1664). A form which describes an item of data required by the government and defines the

content, preparation instructions, format, and intended use of each data product.

d. DoD Acquisition Management Systems and Data Requirements Control List (AMSDL). A compilation of acquisition management systems (source documents) and DID's available for contractual application.

e. Financial Data. Data involving costs, funds, estimates, etc., which are related to specific aspects and requirements of financial information on a particular program.

f. Logistics Element Manager (LEM). The manager responsible for identifying data requirements in their particular area of expertise (i.e., Configuration Status Accounting, Supply Support, and Engineering). See Chapter 3 of MCO P4105.3 for an explanation of LEM functions and where they are located.

g. Program Manager (PM). An individual who initiates a requirement for the acquisition of technical data and who has ultimate authority over which data will be acquired. For MCLB, Albany-funded acquisitions, the term "Program Manager (PM)" is synonymous with "Weapon System Manager (WSM)."

h. Technical Data. Technical data are recorded information elements used to define, produce, support, maintain, or operate items of defense materiel. These data may be recorded as pictorial delineations in media such as drawings or photographs; textually, in specifications or design-type documents; or in machine forms such as magnetic tape or computer printouts.

i. Technical Data Management. The function of determining, planning, and ensuring the timely and economical acquisition of data and the adequacy of such data for its intended use.

j. Technical Data Management Officer (TDMO). An individual designated as being responsible for administering the provisions herein.

k. Technical Data Requirements Review Board (TDRRB). A board of appointed membership with responsibility to review, approve, or disapprove technical data requirements in selected proposed procurements as recommended by the TDMO.

l. Weapon System Manager (WSM). The manager responsible for the overall ILS of a weapon system after life-cycle management transfer from MCRDAC to Albany occurs. The WSM acts as the PM for reprocurement of principal end items transferred to Albany for management responsibility.

9. Action

a. MCLB, Albany Acquisitions

(1) Director, Technical Support Division (Code 850); ILS Directorate (ILSD). The Director, Technical Support Division is designated as the TDMO. The TDMO will designate a Data Manager in the ILSD (Code 856). The Data Manager will:

(a) Implement the provisions of the reference and the provisions herein as applicable.

(b) Act as the MCLB, Albany point of contact for the Technical Data Management Program.

(c) Assist the PM/WSM in preparing a Statement of Work (SOW) utilizing input from the LEM's.

(d) Conduct data calls to provide for the review of acquisition packages by the LEM's.

(e) Assist the PM/WSM and LEM's in selecting current DID's based on requirements cited in the SOW and prepare a CDRL (DD Form 1423) for each DID selected.

(f) Provide assistance to the PM/WSM and LEM's in tailoring DID's to conform to a specific requirement.

(g) Review proposed technical data requirements for compliance with the reference.

(h) Submit completed SOW's and CDRL's to the PM/WSM for final review, approval, and signature.

(i) Coordinate a TDRRB to review acquisitions of 5 million dollars or more or other programs with significant data requirements (i.e., data costs exceeding 10-15 percent of total cost). (Composition and duties of the TDRRB are noted as enclosure (1).)

(j) Submit new DID requirements to MCRDAC (PSD) for review, approval, coordination and when required, ultimate inclusion in the AMSDL.

(k) Provide data cost estimates, based on historical costs, to the PM/WSM and LEM's, when required.

(l) Establish a tracking system to ensure contract data submissions are responsive, timely, and conform to contractual requirements.

(m) Provide necessary assistance, in conjunction with the appropriate technical office, to Contracting Officers in the

interpretation of data specifications prior to or during preparation of data by the contractor.

(n) Notify the PM/WSM of any delay or delinquency by the contractor in fulfilling the terms of a contract for furnishing data.

(o) Develop and implement procedures for disposal of data for which no further requirement is anticipated.

(2) Director, Mobile Equipment/Ordnance Division (Code 830), and Director, Communication-Electronic/Missile Division (Code 840); ILSD. The Division Directors, ILSD will designate a WSM for each MCLB, Albany acquisition. The WSM will:

(a) Ensure that funding requirements are budgeted for in regard to technical data.

(b) Conduct ILS Management Team Meetings to ensure the LEM's have appropriate background information on the system being procured in order to provide proper data requirements.

(c) Prepare enclosure (2) and forward to the ILSD (Code 856). This sheet is used to provide background information on the system being procured.

(d) Prepare a SOW outline and forward to the ILSD (Code 856) for completion and staffing to the LEM's at Albany and MCRDAC.

(e) Prepare enclosure (3) for acquisitions equal to or greater than 5 million dollars and forward to the ILSD (Code 856).

(f) Review the completed SOW to ensure it contains all necessary requirements.

(g) Participate in formal or informal data calls to review completed CDRL's and make final changes/recommendations.

(h) Act as final authority on acquisition of data requirements.

(i) Sign completed CDRL's as the approving authority.

(j) Submit finalized acquisition package to the appropriate Contracting Officer with a copy to the ILSD (Code 856).

(k) Staff any modifications to solicitations or contracts for data requirements through the ILSD (Code 856).

(l) Control and dispose of Provisioning Technical Documentation (PTD) and Supplementary Provisioning Technical Documentation (SPTD) no longer required.

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(m) Complete and forward a Material Inspection and Receiving Report (DD Form 250) to the appropriate payment office following review and approval of the PTD and SPTD. At the option of the PM/WSM, there may be other data deliverables requiring review approval and acceptance in coordination with the appropriate technical office.

(3) LEM's. A LEM for each ILS element will be assigned to review the acquisition to determine data requirements. The LEM's will:

(a) Participate in data calls as required to review acquisition packages, make recommendations, and provide CDRL requirements in their ILS areas of expertise.

(b) Request assistance from the ILSD (Code 856) in selecting and tailoring DID's.

(c) Complete enclosure (4) for each DID requirement and forward to the ILSD (Code 856) for preparation of a CDRL.

(d) Sign the completed CDRL's in the "prepared by" block in black ink only.

(e) Coordinate directly with the PM/WSM on any technical questions that may arise during the review.

(f) Provide status of deliverables when required by the ILSD (Code 856) for tracking purposes.

(4) Principal Director, Contracts Directorate (Code 90). The Principal Director, Contracts Directorate will:

(a) Ensure solicitations and contracts acquiring technical data have been staffed through the ILSD (Code 856).

(b) Ensure changes or modifications to solicitations or contracts concerning technical data will be concurred with by the PM/WSM via the ILSD (Code 856). The Contracts Directorate (Codes 911/912) will establish a time frame for concurrence on a case-by-case basis.

(c) Refer questions or problems related to the acquisition of technical data to the ILSD (Code 856).

b. MCRDAC Acquisitions

(1) Director, Technical Support Division (Code 850); ILSD. The Director, Technical Support Division is designated as the TDMO. The TDMO will designate a data manager in the ILSD (Code 856). The data manager will:

(a) Act as the point of contact between the Data Manager at MCRDAC (PSD) and the LEM's at MCLB, Albany.

(b) Conduct data calls to provide for the review of acquisition packages by the LEM's.

(c) Assist the LEM's in selection and tailoring of the DID's.

(d) Prepare CDRL's from enclosure (4).

(e) Ensure comments and CDRL's are prepared per the reference.

(f) Consolidate SOW comments and CDRL's.

(g) Notify the WSM upon completion of the package so that the WSM may have the opportunity to review the consolidated comments and CDRL's.

(h) Forward the package to MCRDAC (PSD) once reviewed by the WSM. (If the WSM disagrees with any aspect of the consolidated response and the discrepancy cannot be resolved between the Data Manager and the WSM, the issue will be brought before the next level of management for resolution.)

(2) Director, Mobile Equipment/Ordnance Division (Code 830), and Director, Communication-Electronic/Missile Division (Code 840); ILSD. The Division Directors, ILSD will designate a WSM during program initiation to work in conjunction with the Program Manager from MCRDAC. The WSM will be guided in his duties and responsibilities as noted in MCO P4105.3, paragraph 2103. During the data acquisition process, the WSM will:

(a) Ensure the consolidated acquisition package is sufficient to support the system once life-cycle management transfer occurs.

(b) Ensure the acquisition package is coordinated through the ILSD (Code 856).

(3) LEM's. A LEM for each ILS element will be assigned to review the acquisition to determine data requirements. The LEM's will:

(a) Participate in data calls as required to review acquisition packages, make recommendations, and provide CDRL requirements in their ILS areas of expertise.

(b) Request assistance from the ILSD (Code 856) in selecting and tailoring DID's.

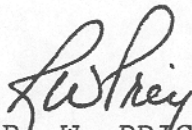
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(c) Complete enclosure (4) for each DID requirement and forward to the ILSD (Code 856) for preparation of a CDRL.

(d) Sign the completed CDRL's in the "prepared by" block in black ink only.

(e) Coordinate directly with the PM on any technical questions that may arise during the review.

10. Applicability. This Order is not applicable to the Blount Island Command.


R. W. PRICE
Executive Director
for Logistics Operations

DISTRIBUTION: D

TDRRB
COMPOSITION AND DUTIES

1. TDRRB Members

- a. Chairman. Director, Technical Support Division.
- b. Recorder. Designated by the Chairman.
- c. PM. Designated by the ILSD (Codes 830/840).
- d. Permanent Members. One member designated by the Principal Director, Contracts Directorate (Code 90), one each as designated by the Division Directors, ILSD (Codes 830/840/850), and one by the Head, Competition Advocate Office (Code 812). Permanent members of the Board will develop the rules and regulations concerning voting procedures, quorum requirements, etc., and all other rules which govern their actions per MCO P4000.21.
- e. Alternate Members. The TDRRB will include senior staff specialists and representatives from those functional/organizational areas which have data requirements.

2. TDRRB Duties

a. Chairman. Convene a meeting, when required, advising members of the items to be considered. The Chairman also has the option of holding an informal meeting in which information is staffed to the Board members and comments are requested in writing.

b. Recorder. Maintain documents and records necessary and appropriate to the TDRRB and perform duties as assigned by the Chairman.

c. Members

(1) Collect and familiarize pertinent information necessary for consideration by the Board, and attend meetings when called by the Chairman.

(2) Review, approve, or disapprove the technical data requirements in selected proposed procurements (regardless of dollar amounts) as referred by the ILSD (Code 856).

(3) Give full consideration to the objectives and principles set forth in MCO P4000.21. Particular attention will be given to the need for competitive procurement, logistics, and technical support data; also, that the quantities, forms, and types of data are the minimum required to satisfy intended uses.

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(4) Validate data requirements and assist the Chairman in interpreting technical data requirements.

(5) Maintain a written record on all deletions, additions, or modifications of data requirements.

(6) Provide for resolution of funding sources for data to be acquired, when required.

3. Per Chapter 2 of MCO P4000.21, the final decision of the Board will be based on majority vote. In case of a tie or split decision, the Chairman will cast the deciding vote.

ENCLOSURE (1)

PROGRAM INFORMATION SHEET

When submitting procurement packages or Procurement Work Orders (PWO's) for review, please complete this form so the reviewing Logistic Element Managers can have a clear understanding of the program. The procurement package and/or PWO will include the Statement of Work and specification/purchase description, at a minimum.

Name of Equipment _____

Program Manager _____ Extension _____

Quantity _____ Estimated Total Price of Contract _____

Are there options to be exercised for out-year buys? _____

Option(s): FY _____ \$ _____ FY _____ \$ _____

FY _____ \$ _____ FY _____ \$ _____

Sole Source or Competitive Procurement _____

If Sole Source, who? _____

Is this a _____ First/Initial Buy for the Marine Corps?

_____ Rebuy (New Contract)?

_____ Exercise of an Option on an Existing Contract?

Is this a Nondevelopmental Item/Commercial-off-the-shelf Item? _____

If yes, will the item require modification? _____

Are future procurements anticipated? _____

What is the equipment being built to (what is being used to describe the equipment to the contractor)? _____

_____ Specification (number and date) _____

_____ Purchase Description (number and date) _____

_____ Engineering Drawing Package

_____ Other (specify) _____

On a separate sheet of paper, briefly describe the equipment, acquisition strategy, and maintenance concept as you would as a member of the Integrated Logistics Support Management Team.

ENCLOSURE (2)

TECHNICAL DATA REQUIREMENTS REVIEW BOARD
DATA SHEET

This data sheet is to be completed and returned to the Integrated Logistics Support Directorate (Code 856) for all programs equal to or exceeding 5 million dollars.

Date _____ Nomenclature _____

Acquisition Phase _____

Lead Service _____

Maintenance Concept _____

Other information needed to provide an understanding of the program

Case presented by _____

Code _____ Extension _____

Quantity _____ Estimated Price of Contract _____

Is this the initial buy? _____ or a rebuy? _____

Are future procurements anticipated? Yes _____ No _____

Is this a _____ Nondevelopmental Item?
_____ Commercial-off-the-shelf Item?
_____ Developmental Item?
_____ Combination? (State what combination.)

Is the data to be used for a competitive reprocurment?

_____ Yes _____ No

Categories of technical data required (i.e., provisioning, engineering drawings, configuration status accounting):

ENCLOSURE (3)

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Additional Comments _____

TO BE COMPLETED BY THE CHAIRMAN OF THE TDRRB:

Formal TDRRB to convene: _____ Yes _____ No

CHAIRMAN

DATE

ENCLOSURE (3)

CONTRACT DATA REQUIREMENTS LIST REQUEST FORM

DID # _____ 1st Submission Due _____
SOW Para # _____ Govt Review Time _____
Technical Office _____ 2nd Submission Due _____
Distribution/Number of Copies _____

Special Instructions/Tailoring (Blk 16):

DID # _____ 1st Submission Due _____
SOW Para # _____ Govt Review Time _____
Technical Office _____ 2nd Submission Due _____
Distribution/Number of Copies _____

Special Instructions/Tailoring (Blk 16):

DID # _____ 1st Submission Due _____
SOW Para # _____ Govt Review Time _____
Technical Office _____ 2nd Submission Due _____
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Special Instructions/Tailoring (Blk 16):

ENCLOSURE (4)